



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: SUPPLIES DEPARTMENT SUMMER ASSISTANT

INTERNSHIP DATES: May through August, start and finish dates are negotiable.

Paid Internship

GENERAL DESCRIPTION:

The position of Supplies Department Summer Assistant reports to the Supplies Manager. This position is responsible for providing assistance to the Supplies Department in all its activities in support of the State Fair, the Fairgrounds and all its departments.

RESPONSIBILITIES:

1. Receive incoming supply orders
2. Gather ordered supplies; prepare and make deliveries.
3. Receive deliveries from suppliers; deliver to ordering departments or make arrangements for storage.
4. Maintain up-to-date inventories of all stored items, supplied items and MSDS sheets; good computer skills are necessary.
5. Complete other office duties as necessary.